

Addendum 1

65%

-Serves as the official Motor Pool Dispatcher performing the full range of dispatching duties for 30 ICASS vehicles. Performs motor vehicle dispatching duties. Receives electronic and telephone requests for scheduling, assignment, and as-needed transportation services; and dispatches chauffeurs and vehicles to meet these requests, utilizing priorities established by supervisor as necessary.

-Instructs chauffeurs as to the details of their assignments, and inspects their appearance and that of their vehicles.

Advises supervisor concerning chauffeurs' performance. Daily random review of filing of OF108 form.

-Initiates reports and checks the completed reports turned in by chauffeurs. Maintains records and prepares reports on vehicle operations.

-Prepare working schedules and biweekly assignment report. Back up for E2 solutions.

It also includes updating eServices or the applicable computer software for ease of ICASS report tracking.

Provides paperwork and reports for time keeping.

15%

10%

Prepares quarterly reports for ICASS workload counts and any direct charges to employees, like DCM. This also includes keeping track of shuttle usage and payments.

Performs driving and vehicle inspection duties on an as-needed basis.

5%

Serves as the alternate Time Keeper for the Unit and alternate for gasoline reports and requests.

5%